

Department of Public Administration & HRM  
Kakatiya University, Warangal  
B.A. OFFICE MANAGEMENT  
SECOND YEAR - SEMESTER – III  
(Discipline Specific Course)

**Paper - III: Secretarial Practice**

**Unit – 1: Introduction**

1. Meaning and Importance of Secretarial Practice.
2. Company formation and incorporation.
3. Company and Association, memorandum and articles.

**Unit – 2: Secretary**

1. Definition, need and importance of Secretary.
2. Secretary, work, duties, rights and liabilities.
3. Memorandum of association and secretary.

**Unit – 3: Secretarial Practice and Postal Services**

1. Functions and Qualifications of Secretary.
2. Office Correspondence; Types of Correspondence.
3. Procedure for handling inward mail and outward mail.

**Unit - 4: Company Management and Administration**

1. Definition and importance of company management and administration.
2. Directors: Qualification and number, appointment, removal, powers, duties and liabilities.
3. Prevention of oppression and mismanagement.

**Unit - 5: Finance**

1. Share and debentures, application and allotment.
2. Dividend and interest.
3. Account and audit, taxes

**Suggested Readings:**

1. M.C. Kuchhal; Secretarial Practice, Vikas Publishing.
2. Arun Kumar and Rachana Sharma; Secretarial Practice and Company Law, Atlantic Publishers.
3. Chakraborty, S.K.; Board of Directors in India – Their Status and Dynamics: All India Management Association, New Delhi.
4. Sen Gupta, B.K.; Company Meetings, Law and Procedure, Eastern Law House, Calcutta.